

California National Guard - Human Resources Office
Army Active Guard Reserve (AGR) Enlisted Vacancy
Statewide Vacancy Announcement

1 POSITION

Announcement Number: 070-09		Opening Date: 25 November 2008	Closing Date: 25 December 2008
Position Title: Training NCO	UIC/TDA/UMR Para/Line Number: WRVRB0/323-04	DMOS/Branch: 35L2O	Maximum Grade: E5 Minimum Grade: E4
BDE/Unit Name and Address: SRCOM: 100 th Troop CMD Det 1, Co B, 223 rd MI BN, San Francisco, CA		Selecting Official: Commander, 223 rd MI BN	Personnel Eligible to Apply: Male <input checked="" type="checkbox"/> Female <input checked="" type="checkbox"/> Enlisted <input checked="" type="checkbox"/>
Security Clearance Requirement: <input type="checkbox"/> None <input type="checkbox"/> Top Secret <input checked="" type="checkbox"/> Secret <input type="checkbox"/> Top Secret SBI/SCI <input type="checkbox"/> National Agency Check		Minimum Military Education Requirements:	

Note: Statewide means: Must be a California Army National Guard Member in order to apply.

Conditions of Employment

IAW AR 135-18, applicants must meet the following requirements prior to applications being forwarded for board consideration:

- This position is in the Full Time Military Force (FTM) – Active Guard Reserve (AGR) program. Initial AGR tours are three (3) years.
- Stabilization Policy: AGR personnel are required to serve a minimum of 24 months if MOS qualified, 36 months if non-MOS qualified in any full time position before they can be considered for another AGR position within the state.
- For the purpose of sustainment requirements, Soldiers that are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 12 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.
- Soldier's must be eligible for reenlistment or extension IAW NGR 600-200 (ARNGUS) or AR 140-111 (USAR), unless the disqualification for reenlistment or extension can be waived under these regulations.
- Soldier must not have been relieved for cause from any duty position in the 36-month period preceding the date of application for the AGR Program, or the scheduled date of entry in the AGR Program.

Applicants selected for the AGR Program and meeting any one of the following disqualifications, will require a NGB waiver prior to entry:

- Unable to serve a minimum of three (3) years on AGR Status prior to achieving eighteen (18) years-active federal status, retention control point (RCP) or reaching the age of 60.
- Entitled to military retired pay.
- Was voluntarily released from the AGR program for 2 or more days and one year has not elapsed since the date of the release.
- IAW AR 135-18, Table 2-1 Rule C (1). Prior to entry on AD or FTNGD in the AGR program, applicants must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV). HIV test must be within six months.

Primary Duties and Responsibilities

Plan, direct, and manage HR core competencies. Input required Soldier personnel data accurately and in a timely fashion in the HR system of record, currently Electronic Military Personnel Office (eMILPO) for Active Component (AC) and deployed Reserve Component (RC) units, soon to be the Defense Integrated Military Human Resources System (DIMHRS) for all Soldiers of all components. Maintain accountability of assigned, attached, or other personnel, including civilians, who are assigned or attached with the BN. Execute required EPS actions to include awards, evaluations, personnel actions, promotion boards and assist the BDE/BCT S-1 with the management of semi-centralized promotion actions. Ensure timely personnel accountability and strength reporting is conducted in compliance with local, theater, and Army policies. Update Soldier records as required. Monitor, track and update personnel elements of individual Soldier readiness status. Prepare monthly personnel portion of the Army Strategic Readiness Update (ASRU) for submission to Headquarters, Department of the Army (HQDA). Perform strength distribution within the BN, allocating newly assigned Soldiers, NCOs and officers. Coordinate postal operations, health service support, military pay, religious activities, legal, and command information support within the BN, as required by the commander. Ensure activities support tactical plans, their branches and sequels, and the commander's desired end-state. Prepare personnel estimates and appendixes to service support annexes to operational plans (OPLAN) and operation orders (OPORD). Provide oversight for internal Army Records Information Management System (ARIMS) compliance. Provide or coordinate forms and publications management, Privacy Act and Freedom of Information Act inquiries, and Congressional Inquiries (CI) within the BN headquarters and subordinate units. Assist in establishing and document BN HR policies and SOPs. Coordinate with higher headquarters to obtain external HR support. Coordinate legal support of certain personnel activities to include service transfers and discharges, line of duty (LOD) investigations, conscientious objector processing, summary court officer appointments, and military justice. Prepare casualty reports in compliance with local, theater, and Army policies. Ensure compliance with command responsibility for casualty correspondence (e.g., letters of condolence and sympathy). Coordinate command interest programs as directed (e.g., Morale, Welfare, and Recreation (MWR), Voting Assistance Program, Combined Federal Campaign (CFC), Army Emergency Relief (AER), Community Support Programs, etc). Attends all unit training assemblies, additional training assemblies and annual training periods. Attends MOSQ schools, additional skill identifier (ASI) required schools, and training courses conducted by the National Guard Professional Education Center, 40th ID(M) and/or OTAG. Perform other duties as required.

Specialty Qualification Requirements

- Applicants are required to obtain the MOS within one year of accession into the AGR program. Soldiers who have not completed Initial Entry Training (IET) are ineligible to apply
- Soldiers applying must meet the following eligibility criteria IAW DA Pam 611-21
- A physical demands rating of medium.
- A physical profile of 222221.
- A minimum score of 105 in aptitude area ST on Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
- A minimum score of 102 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.
- A minimum score of 101 in aptitude area ST (TECH) on ASVAB tests administered on and after 1 July 2004.
- Normal color vision.
- Requires mandatory formal training IAW MOS.
- Must have no documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier.
- Must have no other record of disciplinary action under UCMJ or patterns of behavior which indicates a lack of integrity, or which is inconsistent with the MOS.
- Must have no convictions or other adverse disciplinary convictions for criminal offenses listed as a misdemeanor or felony outlines in AR 601-210, chapter 4.

- Military Status: Full-Time Military Title 32 Section 502 (f) (AGR).

Instructions for Applying

Applicants must, as a minimum, submit the following documents: If required item(s) are missing from your packet **it will** be returned to the applicant due to lack of information: **(Please No binders)**

- NGB Form 34-1 (with signature and date). Ensure that you annotate both Tour Number and Position Title on the top of page one, of the application.
- Three-quarter-length photograph in a duty uniform (Class A,B or ACU) taken within the previous 12 months ("official" military photograph is not required).
- Enlisted Biographical Summary.
- Certified copy of DA Form 2-1, Enlisted Record Brief (ERB) or Personnel Qualification Record (PQR).
- **Certified copy** of DD 1966-1, or Recruiter's Worksheet demonstrating qualifying Armed Services Vocational Aptitude Battery/Armed Forces Classification Test (ASVAB/AFCT) scores.
(Certified Copy – See frequently asked questions)
- Last 3 NCOERs. (Supervisor must provide written statement/memo providing information as to why soldier's NCOERs are not available. Applicants in the grade of recently promoted E5s must submit at least one current letter of recommendation in lieu of this requirement ensure that this letter is dated within 45 days of effective date of vacancy announcement and that it highlights job assignment, duties and capabilities).
- **Certified copy** of current DA Form 705 (APFT), within six months for "on-board" AGR soldiers, and within 12 months for traditional guardsmen, ensure that height and weight are annotated.
(Certified Copy – See frequently asked questions)
- Must meet standards IAW AR 600-9, submit body fat worksheet (if applicable).
- Current Medpros printout (Available on AKO).
<https://apps.mods.army.mil/MEDPROS/MyMedicalReadiness/default.aspx> (select IMR record).
- DA Form 4970 Cardiovascular screening (over 40 soldiers) if applicable.
- All DD Form 214 (s) and NGB Form 22 (s) covering any active duty period (copy must include bottom portion that identifies SPD code).
- RPAS statement.
- Current DMV print out (within six months) must be enclosed with this packet. Must have a current drivers license.
- Applicants who answer YES to questions 8 or 12 – 18 of section IV, NGB Form 34-1, or have not completed initial entry training (IET) are ineligible to apply to include: **DD Form 214(s) that have unfavorable remarks to include; unsatisfactory Performance, Misconduct, Dropped from the Rolls (DRF) Unsuitability/Unfitness or in lieu of court-martial AR 135-18, AR 135-91 Chapter 4, 26, AR 135-178 Chapter 8, 3, and 635-200 Chapter 11.**
- **Submit application to:** Joint Force Headquarters, ATTN: CAJS-J1-HR-AGR, Box 37, 9800 Goethe Road, Sacramento, CA 95826-9101. Please do not call the AGR Branch with questions regarding your application, you will be notified by mail. Please see the frequently asked questions on our web page

Note: If you are unable to obtain a copy of your MEDPROS, a certified copy of DA Form 2-1, ERB, PQR and/or RPAS statement, a written request must accompany your application or call AGR Branch at 916-854-3420. **COMPLETE APPLICATION (TO INCLUDE REQUIRED DOCUMENTS) MUST BE RECEIVED IN HR-AGR BRANCH NOT LATER THAN CLOSE OF BUSINESS ON THE DATE THE ANNOUNCEMENT CLOSURES. INCOMPLETE APPLICATIONS WILL BE RETURNED UNRATED.**

Remarks
<p>The California National Guard is an Equal Opportunity Employer. All applicants will be protected under Title VI of the Civil Rights Act of 1964 against discrimination based on race, color, religion, gender or national origin.</p>